

## **JOB DESCRIPTION**

**JOB TITLE:** Public Health Director II

**GRADE:** 25

**JOB CODE:** 1002

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under administrative direction of the Board of Health, plans, organizes, and directs the activities of staff of a single or multi-county health department that provides a full range of services (which may include medical, home health, and environmental services) to the community/communities. The department/agency may consist of a single county or multi-county arrangement. The staff complement will usually be from 35 to 80 employees. The incumbent may deal with one or more boards of health; typically, no more than four.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes decisions accordingly
- d. authorize expenditure of funds for department functions Reviews, approves, and monitors program plans for the various services and programs provided by the health department

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Reviews, reviews, and monitors program plans for the various services and programs provided by the health department.

- a. conducts needs assessment(s) to determine community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

Develops and maintains a program of public relations designed to promote the services of the health department within the community

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Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction

**SUPERVISION RECEIVED:** Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

**SUPERVISION EXERCISED:** Supervision of all staff at Director level.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Thorough knowledge of the principles and practices of public health programs and federal and state laws and regulations pertaining to local health programs.

Knowledge of social and economic problems pertaining to public health.

Ability to supervise the work of others.

Ability to express comments and opinions clearly and concisely.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

**Minimum Education, Training, and Experience Requirements:** Bachelors degree from a college or university with a major in Business or Public Administration, Health Administration, Public or Community Health, or a related degree. Five years of experience in public health or other

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health related occupations. Demonstrated work experience in other related jobs may be considered if the functions performed are related to responsibilities of this position (financial management, planning, supervision of staff, etc.). A Masters degree in the field may substitute for one year of the required experience.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.